

ATU-OZARK CAMPUS MOTOR POOL VEHICLE PROCEDURES

The Ozark Campus has three motor pool vehicles available for faculty and staff to utilize when traveling on official business:

- | Vehicle: | Rate: |
|-----------------------------|----------|
| • Dodge Status | .44/mile |
| • Ford Taurus Wagon | .44/mile |
| • Chevrolet 8 passenger van | .46/mile |
- When traveling on official business, Motor Pool vehicles should be used rather than personal vehicles
 - Once you are aware of your travel date contact Student Accounts at extension 358 to reserve the vehicle needed
 - Complete Electronic Travel Requisition Form and submit to travel office at least 72 hours prior to travel date
 - On date of travel the keys, fuel card, and vehicle assignment form may be picked up in Student Accounts
 - If traveling before 8 am please make arrangements to pick up keys with Student Accounts at least 48 hours prior to travel
 - Before returning Motor Pool vehicle to campus ensure there is at least ½ tank of gas
 - Turn in keys, fuel card, and completed vehicle assignment form to Student Accounts immediately upon return to campus
 - If returning after 5 pm please place keys, fuel card and fuel receipts, and vehicle assignment form in the locked key return box located on the south side of TAS building to the right of the delivery door to Bookstore. Motor Pool vehicles, keys, fuel cards, fuel receipts, and vehicle assignment forms may NOT be taken home by employees upon their return
 - Motor Pool vehicles should be picked up and returned to the house just east of the Collegiate Center and directly across from the ATU-Ozark Campus mailbox. Personal vehicles should be parked in the church parking lot.